

Telopea Park School / Lyc e Franco-Australien de Canberra  
Parents & Citizens Association Annual General Meeting (AGM) Minutes

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Meeting held at: Secondary staff room, NSW Crescent, Barton  
Date: Wednesday 27 March 2019  
Time meeting commenced: 6.30 pm

### 1. Apologies/attendance.

Attendance:

Helene	Caillier	Mercedes	Dent	Larissa	Lefevre
Anne	Ernst	Sarah	Milligan	Richard	Carter
Tricia	Van der Walt	Wanda	Beeby	Catriona	Dove
Catherine	Pontifex	Preethi	Sekar	Nathan	Lee
Wendy	Ho	Sandra	Wiens	Louise	Hudson
Amali	Bandara	Jorgensen	Janelle	Michelle	McLoughlin
Felicity	Greenville	Penelope	Andrews	Kerrie	Blain
Helene	Hai	Trish	Roudnew	Audrey	Michiels
Dudley	Grounds	Justin	Brown	Aimee	Harvey
Sanaz	Mirzabegian	Robin	Egerton	Clair	Bannerman

Apologies: Ann Evans (Public officer), Jenny Grant-Curnow (Y9 coordinator).

### 2. President's report and welcome.

Report as tabled.

Trish Roudnew welcomed all present and expressed her pleasure at the size of the quorum. She introduced and confirmed all incumbent and new members of the P&C for the 2019 school year and announced that from now on there will be three P&C meetings per term rather than two. The first meeting of each term will be opened to all members of the school community and will follow a typical meeting format. The second meeting will be an executive only meeting to discuss 'P&C business operations'. The third meeting each term will be a more social event for the whole P&C community.

### 2019 P&C executive list.

<b>President</b>	Trish Roudnew	<a href="mailto:President@telopeapnc.org.au">President@telopeapnc.org.au</a>
<b>Vice Presidents</b>	Sanaz Mirzobegian	<a href="mailto:VicePresident@telopeapnc.org.au">VicePresident@telopeapnc.org.au</a>
<b>Secretary</b>	Clair Bannerman	<a href="mailto:Secretary@telopeapnc.org.au">Secretary@telopeapnc.org.au</a>
<b>Assistant Secretary</b>	Mercedes Dent	
<b>Treasurer</b>	Dudley Grounds	<a href="mailto:Treasurer@telopeapnc.org.au">Treasurer@telopeapnc.org.au</a>
<b>Assistant Treasurer (Fete Treasurer)</b>	Wendy Ho	
<b>Public Officer</b>	Ann Evans	<a href="mailto:PublicOfficer@telopeapnc.org.au">PublicOfficer@telopeapnc.org.au</a>
<b>ACT P&amp;C Council Delegate</b>	Paul Buckley	<a href="mailto:ACT-PnC-CouncilDelegate@telopeapnc.org.au">ACT-PnC-CouncilDelegate@telopeapnc.org.au</a>
<b>Webmaster</b>	Audrey Michiels	<a href="mailto:Webmaster@telopeapnc.org.au">Webmaster@telopeapnc.org.au</a>
<b>Communication Officers</b>	Preethi Sekar Sandra Wiens	<a href="mailto:Communication@telopeapnc.org.au">Communication@telopeapnc.org.au</a>
<b>Communication Assistant (Translators)</b>	Christine Sarafian	
<b>Before and After School Care Coordinator</b>	Sarah Milligan, David Pullen	<a href="mailto:BeforeAfterSchoolCare@telopeapnc.org.au">BeforeAfterSchoolCare@telopeapnc.org.au</a>

<b>Vice-President (Before and After School Care)</b>	Saba Gharaei	<a href="mailto:BeforeAfterSchoolCare@telopeapnc.org.au">BeforeAfterSchoolCare@telopeapnc.org.au</a>
<b>Lost Property Coordinator</b>	Janelle Jorgensen	<a href="mailto:LostProperty@telopeapnc.org.au">LostProperty@telopeapnc.org.au</a>
<b>Second Hand Uniform Shop</b>	Wendy Ho, Shaozhe (Sage) Wang	<a href="mailto:SecondHandUniformShop@telopeapnc.org.au">SecondHandUniformShop@telopeapnc.org.au</a>
<b>Uniform Shop Coordinator</b>	Larissa Lefevre	<a href="mailto:UniformShopFeedback@telopeapnc.org.au">UniformShopFeedback@telopeapnc.org.au</a>
<b>Assistant Returning Officer for School Board Elections</b>	Ben Roudnew	<a href="mailto:AssistantReturningOfficer@telopeapnc.org.au">AssistantReturningOfficer@telopeapnc.org.au</a>
<b>Events Team</b>	Tricia Van des Walt, Catherine Pontifex, Anne Brunon-Ernst, Helene Cailliez	<a href="mailto:Events-team@telopeapnc.org.au">Events-team@telopeapnc.org.au</a>
<b>Raffle Coordinator (IT and licenses)</b>	Rukshan Gunasekera	<a href="mailto:RaffleCoordinator@telopeapnc.org.au">RaffleCoordinator@telopeapnc.org.au</a>
<b>Raffle Coordinator (Prizes)</b>	Paul Buckley	<a href="mailto:RaffleCoordinator@telopeapnc.org.au">RaffleCoordinator@telopeapnc.org.au</a>
<b>Raffle Coordinator (Sales and Promotion)</b>	<i>Vacant</i>	<a href="mailto:RaffleCoordinator@telopeapnc.org.au">RaffleCoordinator@telopeapnc.org.au</a>
<b>Class Coordinators:</b>	<i>Pass messages between the P&amp;C/school and parents and back again and help the P&amp;C find volunteers when needed</i>	
Kindi/Grande Section de Maternelle	Larissa Lefevre, Richard Carter	<a href="mailto:kindi_coordinator@telopeapnc.org.au">kindi_coordinator@telopeapnc.org.au</a>
Year 1/CP	Louise Hudson, Nathan Lee	<a href="mailto:year1_coordinator@telopeapnc.org.au">year1_coordinator@telopeapnc.org.au</a>
Year 2/CE1	Aimee Harvey, Stacey Griffiths	<a href="mailto:year2_coordinator@telopeapnc.org.au">year2_coordinator@telopeapnc.org.au</a>
Year 3/CE2	Felicity Greenville, Stephanie Ane	<a href="mailto:year3_coordinator@telopeapnc.org.au">year3_coordinator@telopeapnc.org.au</a>
Year 4/CM1	Sanaz Mirzobegian, <i>Vacant</i>	<a href="mailto:year4_coordinator@telopeapnc.org.au">year4_coordinator@telopeapnc.org.au</a>
Year 5/CM2	Penelope Andrews, <i>Vacant</i>	<a href="mailto:year5_coordinator@telopeapnc.org.au">year5_coordinator@telopeapnc.org.au</a>
Year 6/6eme	Felicity Greenville, Wanda Sumal Beeby	<a href="mailto:year6_coordinator@telopeapnc.org.au">year6_coordinator@telopeapnc.org.au</a>
Year 7/5eme	Ashish Ahuja, <i>Vacant</i>	<a href="mailto:year7_coordinator@telopeapnc.org.au">year7_coordinator@telopeapnc.org.au</a>
Year 8/4eme	<i>Vacant</i>	<a href="mailto:year8_coordinator@telopeapnc.org.au">year8_coordinator@telopeapnc.org.au</a>
Year 9/3eme	Jenny Grant-Curnow	<a href="mailto:year9_coordinator@telopeapnc.org.au">year9_coordinator@telopeapnc.org.au</a>
Year 10/2nde	Paul Buckley, <i>Vacant</i>	<a href="mailto:year10_coordinator@telopeapnc.org.au">year10_coordinator@telopeapnc.org.au</a>

The president announced that the outgoing treasurer, Justin Brown, has accepted a nomination to continue to support the P&C to lead a special project to review the P&C Constitution.

Members of the school community are invited to apply for the vacant positions.

It was noted that there were very few parents of high school students present at the meeting. The P&C will continue to look at ways of attracting more interest from this section of our school population in order to maintain an adequate balance between the interest of primary and high school students, but noted that this is a long-standing challenge.

### 3. Principal's welcome

As tabled.

Additional items:

- The number of enrolled students has increased to 1,440.
- The school has now published online a Communications Protocol guide for parents to be aware of the process to contact their children's teacher and other members of the school's executive.
- Kerrie explained that the payment of "Learning Field" added to all Secondary students' accounts relates to online access to necessary books and encourages all parents to settle this amount ASAP.
- The school has purchased 160 chrome-books that will be fitted for students to sit the NAPLAN exams.

- In line with the school cultural awareness practice, the school celebrated the day of “International Mother Language day” on the 21<sup>st</sup> of February

#### **4. Provisieur’s welcome**

As tabled.

In addition, David Binan commented he has just returned from an International baccalaureate conference in Hong Kong where he had the opportunity to compare and contrast Telopea’s French stream with other international schools and found the experience very enriching.

#### **5. School Board Representative’s comment**

Amali Bandara, P&C Board representative, provided a quick overview of her role. The board is composed of representatives from the parent, teacher, executive and student communities, as well as the Australian and French governments.

#### **6. AGM ‘Business’**

##### **a. Treasurer’s report**

As tabled.

After many years as Treasurer, Justin Brown has handed over the P&C treasury to Dudley Grounds.

##### **b. Approval of minutes from**

- i. 14 February 2018 & 12 September 2018

Both minutes approved by Trish and seconded by Justin

#### **7. Outstanding admin from 2018:**

##### **a. Approval of minutes from previous meetings**

- i. 22 November 2018 & 12 December 2018

Both minutes approved by Trish and seconded by Justin

##### **b. Outstanding actions**

- i. Communication protocols: Discussed by the school principal.
- ii. Production of school logos which can be sewn on by parents who would prefer to buy other items of clothing for their children uniforms: The idea has been crossed off.
- iii. Unclaimed prizes from raffle. Pending a meeting with prize provider to decide what to do with 2 first prizes not claimed by the winner.
- iv. Subcommittees budgets: Item is ongoing.
- v. GAT process is ongoing and sub-committee is meeting once per term.
- vi. All other outstanding items have been resolved.

#### **8. School and P&C subcommittees – overview and how to boost parent engagement**

The school executive initiative to offer for four (4) parents to come to the meetings of the core subcommittees of the school did not attract quorum. The P&C is requesting ideas to increase engagement from secondary students’ parents.

#### **9. Curriculum Committee update**

The committee met to establish their objectives for 2019. They are bringing speakers to present at assembly. The first one will be the young Australian scientist of the year. The P&C will circulate the information and support this initiative.

## **10. Before and after school care update**

- Robyn has moved on to a new service and Liz has stepped up.
- The school hall will be fitted with air conditioner to prepare for next year's summer heat.
- The kitchen in the hall does not meet standards and quotes are being sourced for an update.
- The uniform has been re-vamped.
- The after school care committee is preparing a protocol document to document a process to deal with threatening behaviour towards their staff. This document will be circulated to parents.
- It was reported an error in the billing process which needs to be addressed and will be discussed at the next P&C executive meeting.

## **11. Any other business: time permitting, or for next meeting**

- A proposal of a new system to book and use the school tennis courts was rejected as all public schools' courts must be open to the public.
- A previous winner of a raffle ticket is requesting for the prize to be changed to cash. The P&C Executive will review all the Terms and Conditions of the ticket and will address the request directly.
- Year 5 teachers are requesting air conditioning in their classrooms. Request was rejected as the school budget does not allow it.

Time meeting concluded. 8:07 pm

